

DEPARTMENT OF THE AIR FORCE
HQ Air Force Intelligence Service (AFIS)
Fort Belvoir, VA 22060-5788

Change 1
AFISR 23-1
9 November 1984

Organization and Mission - Field

ORGANIZATION AND FUNCTIONS AIR FORCE INTELLIGENCE SERVICE (AFIS)

AFISR 23-1, 15 February 1984, is changed as follows:

1. Page Insert Changes. New and revised material is indicated by *.

REMOVE	DATE	INSERT
1 thru 5	15 Feb 84	1 thru 5
H1 thru H2	15 Feb 84	Deleted
J1 thru J3	15 Feb 84	J1 thru J4
S3 thru S6	15 Feb 84	S3 thru S6

OFFICIAL

PAUL H. MARTIN, Brig Gen, USAF
Commander

CAROL M. YARC, Major, USAF
Chief, Administrative Division

DEPARTMENT OF THE AIR FORCE
HQ Air Force Intelligence Service (AFIS)
Fort Belvoir, VA 22060-5788

AFISR 23-1

15 February 1984

Organization and Mission-Field

ORGANIZATION AND FUNCTIONS AIR FORCE INTELLIGENCE SERVICE (AFIS)

This regulation is the official summary statement (Chartbook) for AFIS organization and functions. Organizational structures within functional staff agencies must follow the standards and arrangements prescribed by AFR 26-2. The Manpower and Organization Division (AFIS/MO) is the Office of Primary Responsibility (OPR) for obtaining approval of proposed changes for mission, organizational, and functional aspects of all AFIS elements. Proposals for changes to approved organization functions described in this regulation must be sent to the Chief of AFIS/MO. Requests to change the organizational structure in this regulation must include the information specified in AFISR 26-2, Organization Policy and Management. Changes in organizational structure or to mission or function statements must not be implemented or represented as official in publications, organization charts, or any other way without AFIS/MO approval.

The term "Air Force Intelligence activities" used throughout this regulation refers to the Assistance Chief of Staff, Intelligence, and Air Force Intelligence Service activities. See attachment 2 for an alphabetical list of abbreviations used throughout this publication.

	Paragraph	Page	Date
Section A - Air Force Intelligence Service			
Organizational Structure	1-1	A-1	15 Feb 84
AFIS Mission	1-2	A-1	15 Feb 84
Responsibilities Assigned	1-3	A-1	15 Feb 84
Section B - Senior Enlisted Advisor (CMS)			
Organizational Structure	2-1	B-1	15 Feb 84
HQ AFIS/CMS Mission	2-2	B-1	15 Feb 84
Responsibilities of the Senior Enlisted Advisor	2-3	B-1	15 Feb 84

Supersedes AFISR 23-1, 15 July 1982.
No. of Printed Pages: 90
OPR: AFIS/MO (MSgt W. Emenhizer)
Approved by: Lt Col J. S. Follrod
Writer-Editor: SSgt R. K. Longerbeam
Distribution: F

	Paragraph	Page	Date
Section C - Headquarters Squadron Section Orderly Room (CCQ)			
Organizational Structure	3-1	C-1	15 Feb 84
HQ AFIS/CCQ Mission	3-2	C-1	15 Feb 84
Responsibilities of the Commander and First Sergeant	3-3	C-1	15 Feb 84
Responsibilities of Unit Administration	3-4	C-1	15 Feb 84
Section D - Comptroller Division (AC)			
Organizational Structure	4-1	D-1	15 Feb 84
HQ AFIS/AC Mission	4-2	D-1	15 Feb 84
Responsibilities Assigned	4-3	D-1	15 Feb 84
Section E - Administrative Division (DA)			
Organizational Structure	5-1	E-1	15 Feb 84
HQ AFIS/DA Mission	5-2	E-1	15 Feb 84
Responsibilities Assigned	5-3	E-1	15 Feb 84
Section F - Historical Research Office (HO)			
Organizational Structure	6-1	F-1	15 Feb 84
HQ AFIS/HO Mission	6-2	F-1	15 Feb 84
Responsibilities Assigned	6-3	F-1	15 Feb 84
Section G - Inspector General (IG)			
Organizational Structure	7-1	G-1	15 Feb 84
HQ AFIS/IG Mission	7-2	G-1	15 Feb 84
Responsibilities Assigned	7-3	G-1	15 Feb 84
* Section H - Deleted in its entirety			
* Section I - Manpower and Organization Division (MO)			
Organization Structure	9-1	I-1	15 Feb 84
HQ AFIS/MO Mission	9-2	I-1	15 Feb 84
Responsibilities Assigned	9-3	I-1	15 Feb 84
* Section J - Plans, Programs and Logistics Division (XP)			
Organizational Structure	10-1	J-1	
HQ AFIS/XP Mission	10-2	J-1	
Responsibilities Assigned	10-3	J-1	
Section K - Public Affairs Office (PA)			
Organizational Structure	11-1	K-1	15 Feb 84
HQ AFIS/PA Mission	11-2	K-1	15 Feb 84
Responsibilities Assigned	11-3	K-1	15 Feb 84

	Paragraph	Page	Date
Section L - Directorate of Security and Communications Management (INS)			
Organizational Structure	12-1	L-1	15 Feb 84
HQ AFIS/INS Mission	12-2	L-1	15 Feb 84
Responsibilities of the Personnel Security Division (INSB)	12-3	L-1	15 Feb 84
Responsibilities of the Management Division (INSC)	12-4	L-2	15 Feb 84
Responsibilities of the Air Force Special Security Office (AFSSO USAF) (INSD)	12-5	L-4	15 Feb 84
Section M - Directorate of Intelligence Data Management (IND)			
Organizational Structure	13-1	M-1	15 Feb 84
HQ AFIS/IND Mission	13-2	M-1	15 Feb 84
Responsibilities of the Operations and Development Division (INDO)	13-3	M-1	15 Feb 84
Responsibilities of the Resources and Management Division (INDR)	13-4	M-3	15 Feb 84
Section N - Directorate of Attache Affairs (INH)			
Organizational Structure	14-1	N-1	15 Feb 84
HQ AFIS/INH Mission	14-2	N-1	15 Feb 84
Responsibilities of the Enlisted Selection/Administrative Division (INHE)	14-3	N-1	15 Feb 84
Responsibilities of the Officer Selection, Training and Support Division (INH0)	14-4	N-2	15 Feb 84
Section O - Directorate of Intelligence Reserve Forces (RE)			
Organizational Structure	15-1	O-1	15 Feb 84
HQ AFIS/RE Mission	15-2	O-1	15 Feb 84
Responsibilities of the Operations and Readiness Division (REO)	15-3	O-1	15 Feb 84
Responsibilities of the Personnel Management Division (REP)	15-4	O-2	15 Feb 84
Section P - Directorate of Personnel (DP)			
Organizational Structure	16-1	P-1	15 Feb 84
HQ AFIS/DP Mission	16-2	P-1	15 Feb 84
Responsibilities of the Civilian Personnel Division (DPC)	16-3	P-1	15 Feb 84
Responsibilities of the Military Personnel Division (DPR)	16-4	P-1	15 Feb 84
Wartime Operations of the Directorate of Personnel	16-5	P-3	15 Feb 84

	Paragraph	Page	Date
Section Q - Directorate of Soviet Affairs (INC)			
Organizational Structure	17-1	Q-1	15 Feb 84
HQ AFIS/INC Mission	17-2	Q-1	15 Feb 84
Responsibilities of the Literature Research Division (INCF)	17-3	Q-1	15 Feb 84
Responsibilities of the Soviet Awareness Division (INCR)	17-4	Q-2	15 Feb 84
Wartime Operations of the Directorate of Soviet Affairs	17-5	Q-3	15 Feb 84
Section R - Directorate of Joint Services Support (INU)			
Organizational Structure	18-1	R-1	15 Feb 84
HQ AFIS/INU Mission	18-2	R-1	15 Feb 84
Responsibilities of the Code of Conduct Division (INUA)	18-3	R-1	15 Feb 84
Responsibilities of the Defense Support Programs Division (INUB)	18-4	R-2	15 Feb 84
Section S - Directorate of Operational Intelligence (INO)			
Organizational Structure	19-1	S-1	15 Feb 84
HQ AFIS/INO Mission	19-2	S-1	15 Feb 84
Responsibilities of the Special Studies Division (INOA)	19-3	S-1	15 Feb 84
Responsibilities of the Intelligence Research Division (INOI)	19-4	S-3	15 Feb 84
* Responsibilities of the Audiovisual Presentation Division (INOV)	19-5	S-4	
* Responsibilities of the Aerospace Intelligence Division (INOZ)	19-6	S-4	
Section T - Directorate of Target Intelligence (INT)			
Organizational Structure	20-1	T-1	15 Feb 84
HQ AFIS/INT Mission	20-2	T-1	15 Feb 84
Responsibilities of the Concepts and Applications Division (INTA)	20-3	T-1	15 Feb 84
Responsibilities of the Mapping, Charting and Geodesy Division (INTB)	20-4	T-2	15 Feb 84
Section U - Air Force Special Activities Center (AFSAC)			
Organizational Structure	21-1	U-1	15 Feb 84
AFSAC Mission	21-2	U-1	15 Feb 84
Responsibilities Assigned	21-3	U-1	15 Feb 84

	Page	Date
Attachments		
1. Headquarters Air Force Intelligence Service Organizational Chart	A1-1	15 Feb 84
2. Alphabetical List of Abbreviations	A2-1	15 Feb 84
Figures		
1-1. Air Force Intelligence Service Chart	A-2	15 Feb 84
2-1. Senior Enlisted Advisor Chart	B-2	15 Feb 84
3-1. Headquarters Squadron Section Organizational Chart	C-2	15 Feb 84
4-1. Comptroller Division Organizational Chart	D-3	15 Feb 84
5-1. Administrative Division Organizational Chart	E-2	15 Feb 84
6-1. Historical Research Office Organizational Chart	F-2	15 Feb 84
7-1. Inspector General Organizational Chart	G-3	15 Feb 84
* 8-1. Deleted in its entirety		
9-1. Manpower and Organization Division Organizational Chart	I-2	15 Feb 84
* 10-1. Plans, Programs and Logistics Division Organizational Chart	J-4	
11-1. Public Affairs Organizational Chart	K-3	15 Feb 84
12-1. Directorate of Security and Communications Management Organizational Chart	L-6	15 Feb 84
13-1. Directorate of Intelligence Data Management Organizational Chart	M-7	15 Feb 84
14-1. Directorate of Attache Affairs Organizational Chart	N-4	15 Feb 84
15-1. Directorate of Intelligence Reserve Forces Organizational Chart	O-4	15 Feb 84
16-1. Directorate of Personnel Organizational Chart	P-4	15 Feb 84
17-1. Directorate of Soviet Affairs Organizational Chart	Q-4	15 Feb 84
18-1. Directorate of Joint Services Support Organizational Chart	R-3	15 Feb 84
* 19-1. Directorate of Operational Intelligence Organizational Chart	S-6	15 Feb 84
20-1. Directorate of Target Intelligence Organizational Chart	T-4	15 Feb 84
21-1. Air Force Special Activities Center Organizational Chart	U-2	15 Feb 84

SECTION J - PLANS, PROGRAMS AND LOGISTICS DIVISION (XP)

10-1. Organizational Structure. See figure 10-1 and attachment 1.

*** 10-2. HQ AFIS/XP Mission.** AFIS/XP unifies and directs all command planning and programming activities toward reaching approved command goals. It also provides for logistics support to all AFIS elements in the functional areas of facilities, supply, host-tenant support agreements and memorandums of understanding, all facets of logistics planning.

10-3. Responsibilities Assigned. AFIS/XP:

a. Reviews plans and other planning documentation and guidance. For example, Air Force directives in the 28 series and joint exercise manual, from Joint Chiefs of Staff (JCS), Defense Intelligence Agency (DIA), Headquarters, United States Air Force (HQ USAF), Unified and Specified Commands, US Air Force organizations, and other government agencies to identify AFIS responsibilities.

b. Develops, or directs the development of, concepts and plans for using AFIS resources to support validated wartime requirements.

c. Ensures command complies with AFR 28-3 and guidance in the USAF War and Mobilization Plan by preparing, publishing, or causing to be published, command level war, emergency, and contingency support plans, including Contingency Planning Support Systems (CPSS) actions.

d. Assigns planning responsibilities for intelligence and intelligence related management areas to individual AFIS organizational elements.

e. Serves as the AFIS OPR for Support Force Sizing (FORSIZE), Joint Strategic Planning System (JSPS), Joint Operation Planning System (JOPS), and Contingency Planning Support Systems (CPSS) actions.

f. Monitors command inputs for Contingency, Operations, Mobility, Planning and Execution System (COMPES), Manpower Force Packaging (MANFOR), Logistics Force Packaging (LOGFOR), and Manpower and Equipment Force Packaging System (MEFPAK).

g. Serves as the focal point for command participation in command post, field training, and other exercises. Prepares Exercise Plans (ExPlans) as required.

h. Serves as the command OPR for emergency action planning in support of crisis management systems of the JCS and USAF.

i. Develops broad policy guidance for the establishment of a command disaster preparedness program in compliance with applicable USAF and command guidance.

j. Provides functional assistance and advisory support to command authorities, Disaster Preparedness Officers, and individual AFIS elements in the area of disaster preparedness planning.

k. Develops and publishes the AFIS Objective Plan.

l. Develops, advocates, and monitors concepts for changes in command mission and organization and related proposals that affect the character of US Air Force Intelligence command resources.

m. Serves as the command OPR for resource programming actions through the General Defense Intelligence Program (GDIP) and Program Objective Memorandum (POM).

(1) Issues programming guidance and data calls to AFIS organizations.

(2) Coordinates the consolidation, review and ranking of command requirements, and submission of programming documentation to HQ USAF.

(3) Monitors the status of programming actions, and provides feedback to AFIS organizations.

(4) Maintains liaison with Program Element Monitors (PEMs), other Air Staff elements, and AFIS organizations regarding programming matters.

n. Serves as the OPR for command programming plans.

o. Serves as the command focal point for mission area analysis.

p. Serves as the command OPR for statements of operational need (SON) and other research and development (R&D) requirements as outlined in the AFR 57 series, and Air Force directives in the 800 series.

q. Serves as the command focal point for managing R&D requirements.

* r. Serves as the AFIS OPR for matters that pertain to: planning, developing, formulating, presenting, and substantiating logistics plans, programs, and concepts.

* s. Assures logistic compatibility of AFIS plans with JCS, US Air Force, and other Major Command (MAJCOM) war and contingency plans.

* t. Prepares, evaluates, and monitors all mobility planning requirements, dispersal actions, and operating procedures for intertheater and intratheater logistics support.

* u. Monitors air and surface movements of intelligence personnel and equipment during deployment and redeployment of forces.

- * v. Provides single point of contact within AFIS for all facility matters. Chairs the Facilities Working Group and participates on the Facilities Utilization Board.
- * w. Controls and provides the single point of contact to authorize command approval for host-tenant support agreements, command support agreements, and other commitments and agreements between AFIS and organizations outside AFIS.
- * x. Participates in logistics exercises involving AFIS and USAF forces.

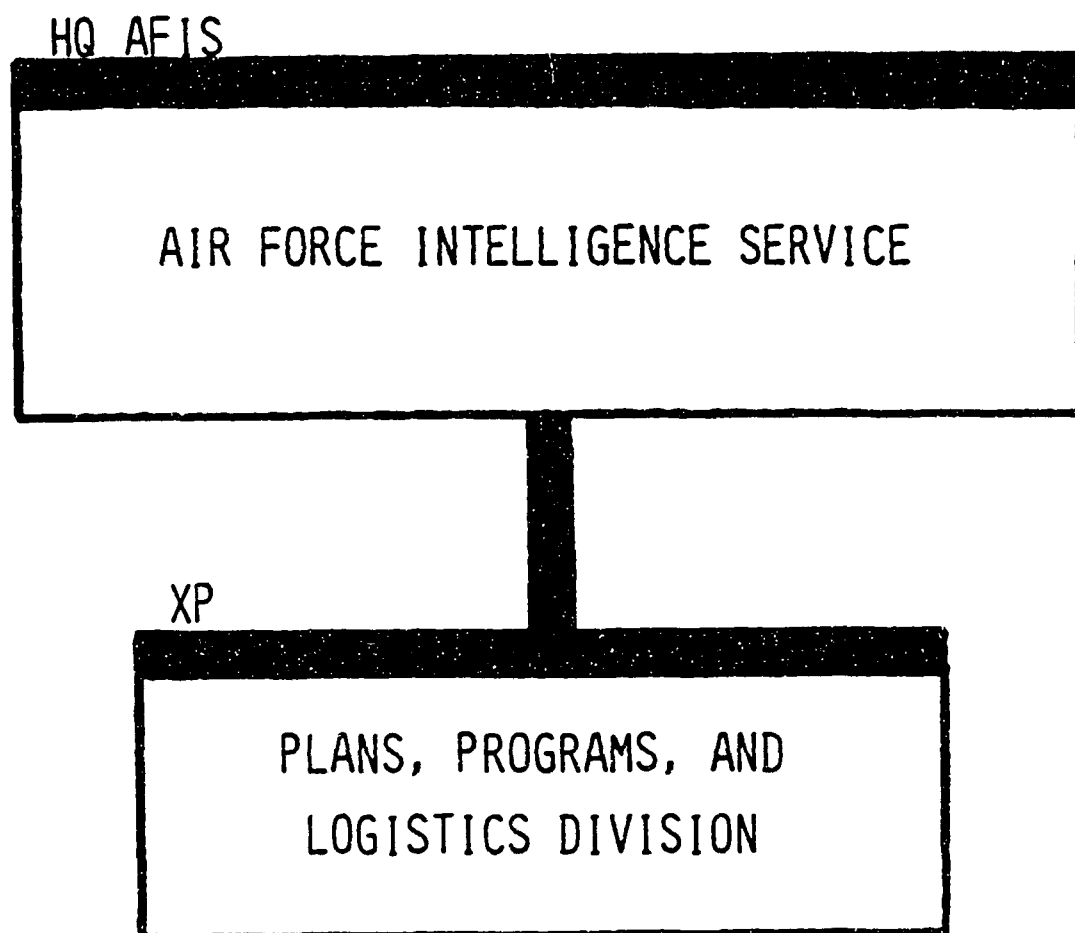


Figure 10-1. Plans, Programs and Logistics Division Organizational Chart.

p. Provides special Air Force imagery analysis support through AF/IN to other DOD and/or National level Intelligence organizations.

**19-4. Responsibilities of the Intelligence Research Division (INOI).
AFIS/INOI:**

a. Exploits SIGINT resources for intelligence on foreign:

(1) Air, missile, space, and nuclear force development, doctrine, and strategy.

(2) Force exercises, deployment, and employment.

(3) Force command, control, and communications and counter command and control communications.

(4) Force tactics.

(5) Encroachment, involvement, interference, or expansion beyond national boundaries.

b. Maintains a data base directly related to SIGINT exploitation of foreign aerospace forces.

c. Represents Air Force intelligence interests at NSA on substantive matters, including close liaison with analysts. Serves as a focal point in handling requests for SIGINT information from DIA, MAJCOM, and other US Air Force activities.

d. Supports US Air Force collection programs through SIGINT exploitation.

e. Produces special reports and studies as directed and as indicated by analysts, including:

(1) SIGINT Aerospace Weapons Summary (SAWSUM) - (hardcopy-special reports-recurring studies-ACS/I, DIA, MAJCOM, DOD, and other Air Force activities).

(2) SIGINT Aerospace Summary (SAS) - (electrical-special reports-recurring studies-ACS/I, DIA, MAJCOM, DOD, and other Air Force activities).

(3) Briefings - (to support Air Force Intelligence activities and MAJCOMs).

(4) The Missile and Space Summary (MASS) - (hardcopy-special report provided monthly to ACS/I).

f. Provides short and long term special intelligence support to the Air Force Special Plans Office and Air Force Special Planner Worldwide.

g. Supports the US Air Force Human Intelligence (HUMINT) and other US Air Force-controlled collection programs where the exploitation of SIGINT increases collection efforts.

h. Provides SIGINT support and backup on aerospace-related matters for US Air Force inputs to National Intelligence Estimates (NIEs) and provides studies and support to, and serves as US Air Force committee members within the intelligence community.

i. Meets special short term requirements in support of Air Force Intelligence activities through membership in ad hoc working groups, task forces and committees, and serves as action officer for designated projects.

*** 19-5. Responsibilities of the Audiovisual Presentation Division (INOV).
AFIS/INOV:**

a. Provides audiovisual aids to support Air Force Intelligence memoranda, summaries, studies and briefings which inform decision makers on Intelligence matters.

b. Provides audiovisual services for Intelligence-related presentations to other federal agencies as required (AF/XO, State Department, DIA, etc.)

c. Provides audiovisual personnel to JCS-sponsored exercises conducted at the Air Force Emergency Operations Center.

d. Provides a 16-hour, 5-day a week graphic service.

e. Acts as AF/IN-AFIS single point of contact for audiovisual matters.

*** 19-6. Responsibilities of the Aerospace Intelligence Division (INOZ).
AFIS/INOZ:**

a. Produces scheduled and ad hoc Intelligence memoranda, summaries, studies and briefing on current events worldwide. Issues messages, texts and summaries of such products to other Air Force commanders and agencies when required.

b. Provides a 24-hour, 7-day a week alert service immediately responsive to HQ USAF and MAJCOM requirements for intelligence pertinent to crisis, or potential crisis.

c. Identifies need for quick reaction support by elements of HQ USAF and USAF field organizations in obtaining adequate information pertinent to current conditions. Obtains formal task assignments via HQ USAF (AF/IN) as required.

d. Maintains liaison with DIA, National Security Agency, CIA, and other intelligence activities to provide the Air Force with information regarding impending hostilities, as well as with other current intelligence that may impact on US Air Force interest. Prepares studies and analysis together with other Intelligence Activities.

e. Serves as OPR within Air Force Intelligence activities for the National Operations and Intelligence Watch Officers Net.

f. Serves as OPR for intelligence support to the HQ USAF Contingency Support Staff.

g. Provides Intelligence support to the Air Force Emergency Operations Center during crisis requiring relocation of personnel.

h. Reviews, on a continuing basis, all-source intelligence information to determine the impact on US Air Force operations worldwide.

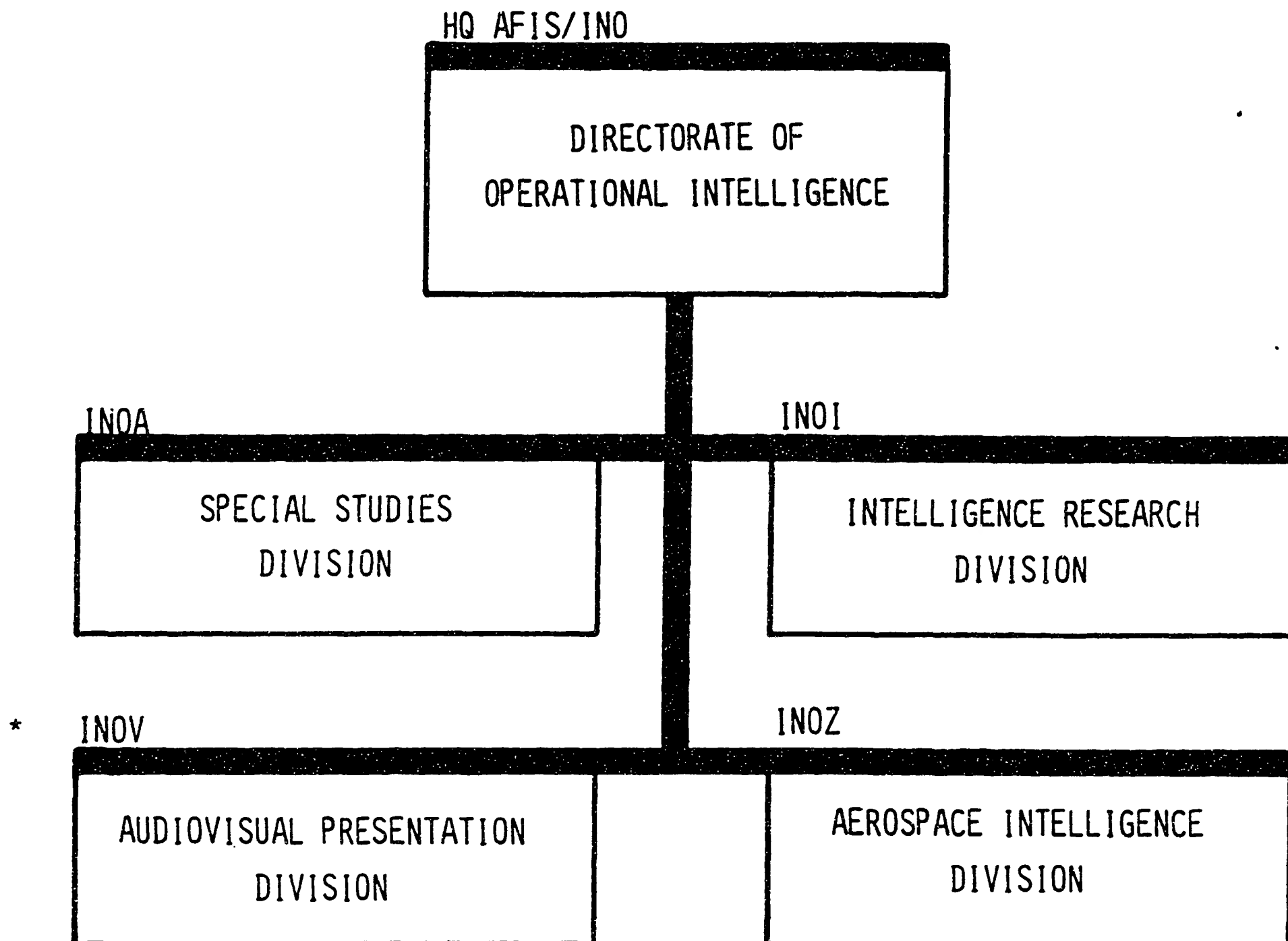


Figure 19-1. Directorate of Operational Intelligence Organizational Chart